

April 27, 2006

NOTIFICATION OF VACANCY

PUBLIC RELATIONS DIRECTOR
Public Relations and Marketing Specialist IV

POSITION #00229

LOCATION:

DHCD
501 N. 2ND STREET
RICHMOND, VA 23219

SALARY RANGE:

SALARY NEGOTIABLE

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking an individual to serve as the Public Relations Director and media spokesperson for the agency. Responsibilities include planning, developing, directing and managing a comprehensive public relations, marketing and information program for the agency including publications, media relations, and public information and education for statewide programs aimed at providing affordable housing to moderate and low income persons, community and economic development, rural development and building regulations and code enforcement for housing and institutions of varied purposes. Coordinates various press and public information activities of the annual Governor's Housing Conference. Consults and works with Agency Webmaster and key Division staff to create and maintain a dynamic website that is informative, user friendly, current, interactive and projects a positive agency image.

QUALIFICATIONS GUIDE:

Comprehensive knowledge of program management in the areas of public relations, marketing, information and publicity techniques, publication production, broadcast and print media, design and printing concepts, educational processes and application of Internet technology to acquire and publish information via the Internet. Considerable knowledge of the organization and operation of state government. General knowledge of legislative process, budget process and applicable regulations and policies. Experience in administrative support duties, project management, policy interpretation and application. Demonstrated ability to work independently and with others and communicate effectively both orally and in writing. Must have excellent writing and interpersonal skills. Considerable ability to perform quantitative and narrative reporting. Demonstrated ability to interpret and implement policies; conduct research, and to make sound recommendations and decisions. Ability to use PC, and Desktop publishing and other word processing software as well as the Internet. College graduate with major course work in journalism, media/public relations, public administration, or related field.

TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY THURSDAY, MAY 19, 2006, BY 5:00 P.M

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
501 N. 2ND STREET
RICHMOND, VA 23219
ATTENTION: HUMAN RESOURCE OFFICE
TELEPHONE: (804) 371-7000
FAX: (804) 786-7310
EOE